

7 FAM 1370 MISCELLANEOUS PASSPORT MATTERS

(TL:CON-8; 8-15-84)

7 FAM 1371 SURRENDER OF PASSPORTS TO HOST GOVERNMENT AUTHORITIES

The Department sometimes receives inquiries concerning U.S. citizens who have surrendered their passports to host government authorities, usually as an alternative to posting a cash bail or bond during certain stages of judicial proceedings, and who then apply to the post for another passport.

7 FAM 1371.1 Department's Guidelines for Handling Surrendered Passport Cases

The following guidelines should assist posts in handling these cases, although they obviously cannot anticipate the circumstances of each individual case.

a. Request Release of Passport

At the discretion of the consular officer and when warranted by the facts of the case, the applicant should be advised that possession of two valid passports is precluded by passport regulations and that, in consequence, the applicant should first request the host government to return the passport. As an alternative the consular officer may, if the applicant agrees, request the return of the passport from the appropriate authorities.

b. If Passport Is Not Released

If the passport is not released by the local authorities, or when the consular officer has determined that a request for its return is not warranted, the procedures described in section 7 FAM 1371.2 should be followed.

7 FAM 1371.2 Procedures When Passport Is Not Released

a. Issuance of Passport When Host Government Does Not Seek Notification of Issuance

Unless the post has received a request from the host government to notify it if the U.S. citizen applies for documentation, the citizen may be issued a passport or card of identity, as the situation dictates. Prior to issuing any documentation, the post determines whether the citizen's name clears the Passport Lookout (AVLOS) and/or the Circular Lookout File. If the name does not clear, the Department (CA/PPT/C) should be contacted for guidance.

b. Procedures When Host Government Seeks Notification of Passport Issuance

If the post has received a request from the host government to notify it if a specific U.S. citizen who has surrendered a passport seeks documentation, and subsequently the citizen requests documentation (a new passport or card of identity), the citizen should be informed of the host government's request and that the post must notify the host government if the citizen pursues the request for documentation. If the citizen still requests documentation, the post issues a passport or card of identity and notifies the host government authorities. If the citizen does not pursue the request any further, the host government authorities should not be notified.

7 FAM 1371.3 Procedures Following Issuance or Non-Issuance of Passport

a. Affidavit of Lost Passport

In surrendered passport cases where a new passport is issued, the applicant completes an affidavit of lost passport (see 7 FAM 1371 Exhibit 1371.3a), explaining the details of the unavailability of the first passport and acknowledging that the first passport is now considered canceled; and that if the first passport is recovered, it will be returned to the U.S. Government. A copy of the affidavit may be given to the applicant when the new passport is issued.

b. Reporting to Department

After action whenever a U.S. citizen who has surrendered a previously issued passport to host government authorities seeks new documentation, the post reports all pertinent information to the Department.

c. Communicating with the Host Government

Posts may wish to request the return of any U.S. passports being held by host government authorities. A post should cite the following regulations to support its actions:

(1) 22 C.F.R. 51.70 and 51.71, which set forth the only grounds (other than in cases involving noncitizenship or the custody of a minor child) upon which a citizen may be denied a passport, or upon which a passport already issued may be revoked;

(2) 22 C.F.R. 51.9, which provides that the passport remains the property of the U.S. Government at all times and must be returned to the Government upon request; and

(3) 22 C.F.R. 51.2(b), which provides that a person may not be in possession of more than one valid passport (of the same type) at any one time.

d. When a Passport is Retained By a Third Country

When a U.S. citizen's passport has been retained by government authorities in a third country, posts should issue a new passport upon application if the citizen is entitled to one, and notify the appropriate post in the other country. That post may then request the host country to return the passport, as it is the property of the U.S. Government.

7 FAM 1372 ISSUANCE OF PASSPORTS TO AMERICAN SEA AND AIR CREWMEMBERS

7 FAM 1372.1 Limited Validity No-Fee Passports

Passports should not be issued pursuant to the Act of June 4, 1920, that is, without fee, to American crew members employed as such on American vessels unless documentary evidence is submitted satisfactorily establishing that it is necessary for the crew member to bear a passport of the United States, in addition to the ordinary official documents issued to crew members. In such cases American crew members may be issued no-fee passports valid for a period sufficient to enable them to carry out the purpose for which the passport is desired. These no-fee passports are endorsed as described in the section of this chapter on endorsements (see section 7 FAM 1396.2 b). A "NO-FEE" notation shall be stamped on page 1 of the passport.

7 FAM 1372.2 Merchant Mariner's Document as Evidence of Citizenship

In emergency cases a validated Merchant Mariner's Document (also known as the "Z" card, Coast Guard Form, CG-2838; see section 7 FAM 721.3), showing a place of birth in the United States and citizenship of the United States of America, may be accepted as sufficient evidence of citizenship for the issuance of an emergency passport valid for 1 month, without referral to the Department, with the understanding that acceptable evidence will be submitted at the earliest possible date. Crew members who are citizens or nationals of the United States are required, when departing from or entering the United States in pursuit of their occupation, to be in possession of a specially validated U.S. Merchant Mariner's Document issued by the U.S. Coast Guard.

7 FAM 1372.3 Fee Passports for Personal Travel

Crew members not traveling in pursuit of their occupation (that is, the passport is desired for travel, recreation, or visiting relatives, for example) are not exempt from the payment of the normal passport fees. When issued to crew members in this private capacity, passports may be issued without time limitation, that is, such passports are not limited to the period of time required for the contemplated travel.

NOTE-- A crew member is any person who shall be employed or engaged to serve as a crew member. This definition does not cover laborers or other persons hired locally for work aboard ship while the vessel is in port. The term "master" means any person having command of a vessel (see section 7 FAM 702 j).

7 FAM 1372.4 U.S. Air Crewmember Certificates

A U.S. Crewmember Certificate (FAA Form 8060-6) is a document of U.S. citizenship and identity issued by the Civil Aeronautics Board (CAB), used in lieu of a passport by air crewmembers to facilitate their entry into member countries of the International Civil Aviation Organization (ICAO). The application, which is part of FAA Form 8060-6, is processed by the FAA and adjudicated by the Passport Services before it is submitted to CAB for issuance. A sample is included as 7 FAM 1372 Exhibit 1372.4 , to familiarize consular officers with it. Application for the Crewmember Certificate is made in the United States at any FAA district office.

7 FAM 1372.5 Issuance of Passports to Air Crewmembers

a. Title 22, Code of Federal Regulations, Section 53.2(c) provides that a valid passport is not required to enter or depart from the United States "when traveling as a bona fide . . . air crewman who is the holder of record of a valid . . . air crewman identification card."

b. Air crewmembers may also be issued regular fee passports without limitation or endorsement, and they may simultaneously possess a crewmember certificate and a passport. A valid crewmember certificate is accepted by most ICAO member countries for temporary admission provided the holder's name is on the ICAO crewmember list and the holder remains at the airport or within adjacent cities and departs as scheduled, on the same aircraft or on the next regularly scheduled flight. If the holder must travel to another ICAO country to join an aircraft, the certificate is accepted for temporary admission and necessary freedom of movement to join the aircraft.

c. U.S. crewmember certificates are issued only to U.S. citizens. The crewmember certificate application, Part III, includes evidence of citizenship presented (see 7 FAM 1372 Exhibit 1372.4). This must be adjudicated and approved in the Department before a U.S. crewmember certificate is issued by the CAB. Therefore, U.S. crewmember certificates are acceptable as evidence of U.S. citizenship.

7 FAM 1373 PASSPORT-PROCESSING EQUIPMENT, NUMBERING, AND METHODS OF WRITING

7 FAM 1373.1 Accuracy and Uniformity

Accuracy, neatness, and uniformity are essential in the preparation of passports, and every precaution should be taken to ensure that the passport is written in a manner which reflects these qualities. Observance of a prescribed pattern in preparing passports, in making the necessary entries, and in affixing photographs, seals, and legends to passports is necessary to achieve these objectives. The use of modern passport-processing equipment makes it possible to attain uniformity in appearance and format of entries, thereby accomplishing suitable documentation of U.S. citizens traveling abroad, as well as assisting those immigration, border control, and transportation officials who must check and inspect the passport.

7 FAM 1373.2 Equipment and Other Requirements for Processing Passports

a. Requisites for Authorization To Issue Passports

Authorization to issue passports is not granted to a nonissuing or new Foreign Service post until that office has been completely equipped to prepare passports that conform with preparation standards established by the Department. Obsolete equipment should not be used (see section 7 FAM 023.7 and 7 FAM 023.7 c). When basic passport-processing equipment breaks down and cannot readily be repaired or replaced, applications shall be referred to the nearest passport-issuing post for action. The writing of passports by hand is not authorized.

b. Authorization To Issue Passports

When a post has received all the necessary equipment in good working order, and, in addition, the post has safe storage facilities for blank passports, it may begin issuance of passports as soon as it has requested and received blank passports. It is not necessary to request the Department's approval to begin issuance. The Department's authorization to issue may be assumed when the above requirements have been met.

c. Requests For Authorization

Requests that a foreign service post be authorized and equipped to issue passports should be sent by the supervisory post to the Department, Attention: CA/EX.

7 FAM 1373.3 Minimum Equipment Requirements

The equipment listed below is required to enable Foreign Service posts authorized to issue passports that conform with standards established by the Department (see section 7 FAM 034.3 and 7 FAM 034 Appendix A 034.3).

a. A Passport Typewriter

This machine is to be used for the preparation of new passports; subsequent actions in passports, such as amendments and endorsements; the preparation of cards of identity and registration; and certifications of birth. This typewriter must be obtained from A/OPR/ST by post-funded requisition.

(1) Electric Models. Several models of electric passport typewriters are currently in use at Foreign Service posts:

(a) Royal Electric Typewriter, Model 660-13, with special broken-faced type, special grooved passport cylinder for writing of passports, and equipped with looped card guide, Z-15103A. No longer manufactured. None available from the Department.

(b) IBM Passport/Dual Purpose Typewriter, Model 875 or 895. Each comes with four interchangeable type font spheres, including a passport sphere, which must be ordered separately from CA/EX/AG. For dual capacity typing, built-in security modification is recommended. Comes with unslotted platen for standard typing. Optional slotted platen must be ordered for passport use. Specify: Slotted Platen IBM Permanent Serial Number 221090. Inquire about or requisition typewriter and slotted platen from Department (A/OPR/ST).

(2) Nonelectric Model

(a) Royal Standard Typewriter, Model 440-51, with special broken-faced type and special grooved passport cylinder for writing passports, equipped with looped card guide, Z-15103A, is no longer manufactured but still in use at some posts. Occasionally the Department has a reconditioned Royal standard passport writer available for sale to posts. Posts which convert to electric models may send usable Royal Standards back to the Department for reconditioning or parts recovery. Inquire about or requisition from A/OPR/ST.

(b) The standard, nonelectric passport typewriter is recommended only for posts with a small volume of work or where the local supply of electricity is erratic.

b. Ribbons

Green typewriter ribbons for use in typing passports. These ribbons are specially inked and must be procured from the Department (CA/EX/AG).

c. Mucilage

A supply of mucilage is needed for affixing the photograph to the passport. This should be requisitioned from GSA (National Stock Number 8040-00-754-2483).

d. Electric Iron

A hand iron is used to dry the glue that is placed on the photograph in order to fasten the photograph more securely to the passport page. Any fully automatic iron with a thermostat to hold the heat at a set temperature of 250 degrees Fahrenheit or 121 degrees Celsius will serve the purpose. The lowest temperature setting shall be used. Posts may prefer to procure this item locally, in view of the variations in local electric currents. If ordered from the United States, the item should be requisitioned from GSA in accordance with routine procurement procedures.

e. Legend Machine

A legend machine must be used which impresses the legend, "PHOTOGRAPH ATTACHED FOREIGN SERVICE UNITED STATES OF AMERICA", halfway on the photograph and halfway on the page to which the photograph is affixed. Requisition from Department (CA/EX/AG).

f. Impression Seal

An impression seal which is affixed, at the same time, on the passport and the photograph. It is also affixed to validations and amendments which are written in the passport. Requisition either hand or table model seals from Department (CA/EX/AG).

7 FAM 1374 PASSPORT ACTION STAMPS

Standard rubber stamps for use in processing amendments, extensions, endorsements, limitations, and other notations, in passports are available through routine procurement channels from the Department (A/OPR/ST). Use of the standard rubber stamps by Foreign Service posts is encouraged. However, if the volume of passport actions is large, the posts may obtain locally stamps which are individualized by additions of the type of office, location of office, and other pertinent information. Individualized stamps shall conform insofar as possible to the format of the standard stamps.

7 FAM 1375 SECURITY OF PASSPORT- ISSUING EQUIPMENT

Every precaution is to be taken to safeguard all passport-issuing equipment, including passport action stamps and rubber seals, after regular office hours and to protect such equipment against unauthorized use during the working day (see section 7 FAM 036). In the absence of responsible officers or employees, the consular seal and legend machine must be placed in a vault, safe, or safe-file cabinet equipped with a three-way combination lock. If the legend machine has a removable legend plate, safeguard the plate only. The green ribbon in the special passport typewriter must be removed after regular hours and placed in a vault or safe. In safeguarding special passport typewriters at posts located in remote areas where the possibility of riot or insurrection exists, vault storage, special locked cabinets, or other protection is to be provided.

7 FAM 1376 SEQUENCE OF PASSPORT NUMBERS

7 FAM 1376.1 Prenumbered Passports

Service passports are prenumbered and are assigned in numerical blocks to issuing offices upon receipt of a requisition. When service passports are prepared at an issuing office, the blank passports shall be used in numerical sequence. In the event a passport is spoiled or is imperfect in manufacture, the next number of the series shall be issued. An appropriate notation regarding the spoilage or imperfection shall be made and reported to the Department on form OF-177: Report of Passports and Cards of Identity and Registration Issued (see 7 FAM 1376 Exhibit 1376.1).

7 FAM 1376.2 Straight Sequence Numbering

The numbering sequence (straight sequence) for diplomatic passports, official passports, and regular passports issued by Foreign Service posts and by certain chief executive or other officers of the Commonwealth of Puerto Rico, Guam, and the Virgin Islands of the United States was originally intended to be effective for a 10-year period beginning on January 1, 1961. However, that sequence has been extended indefinitely.

7 FAM 1376.3 Perforated Numbering

Passports are now numbered by perforation.

- a. Diplomatic passports are numbered in sequence with the prefix "X."
- b. Official passports are numbered in sequence with the prefix "Y."
- c. Regular passports issued by Foreign Service posts, and by certain chief executives or other officers of the Commonwealth of Puerto Rico, Guam, and the Virgin Islands of the United States, are numbered in sequence with the prefix "Z."
- d. Regular passports issued by the Department are numbered in sequence annually with the change effective on January 1 of each year, and with an alphabetical prefix as follows:

<u>Year</u>	<u>Prefix</u>	<u>Year</u>	<u>Prefix</u>
1979	K	1984	E
1980	A	1985	F
1981	B	1986	G
1982	C	1987	H
1983	D	1988	J

- e. Some passport agencies are now issuing TDIS passports (see section 7 FAM 1310.7), which have 9-digit numbers beginning with zero. Agencies not on the TDIS system continue to issue passports numbered as described in section 7 FAM 1376.3 d.

7 FAM 1377 STOCKING AND SAFEGUARDING BLANK PASSPORTS

7 FAM 1377.1 Source

When an office authorized to issue service passports needs a new supply of blank passports, the office shall requisition such supply directly from the Department (CA/EX/AG) by telegram or memorandum. In an emergency the office may request any nearby post designated as an issuing office to furnish sufficient blanks during the emergency.

7 FAM 1377.2 Timely Resupply

Passports should be ordered from the Department in ample time to permit shipment by nonurgent courier pouch. Posts should order when they have at least a 1 month supply of blank passports remaining, and allow at least 1 month for delivery (see section 7 FAM 034 Appendix A 034.3). Shipment by urgent courier pouch should not be requested except in cases of extreme urgency. Posts should not stock more than an estimated 1-year supply of blank passports.

7 FAM 1378 ACCOUNTING FOR BLANK AND ISSUED PASSPORTS

7 FAM 1378.1 Accountable Officer

The officer accountable for blank passports at overseas posts shall be either (1) the chief of consular section, or (2) the principal officer, when the position of the chief of consular section does not exist.

7 FAM 1378.2 Replacement of Accountable Officer

Upon the transfer, reassignment, or departure on home leave of the accountable officer, the incoming accountable officer shall execute in triplicate a receipt, in the form of a memorandum, for all blank passports on hand. The original of the receipt shall be sent to the Department (CA/EX/AG), the first copy shall be furnished to the outgoing accountable officer, and the second copy shall be filed in the post records.

7 FAM 1378.3 Duties of Accountable Officer

The accountable officer shall be responsible for:

(1) The proper custody, care, and safekeeping of all blank passports. The accountable officer makes certain that blank passports are kept in the office safe or vault and are accessible only to officers of the Foreign Service assigned to the post in question.

(2) The maintenance on a current basis of all required records. The accountable officer is responsible for submitting to CA/EX/AG once a month (or at low issuance posts, once each year; see section 7 FAM 1378.4) a report of passports issued. Use form OF-177: Report of Passports and Cards or Identity and Registration Issued (see 7 FAM 1376 Exhibit 1376.1). These reports are used by the Department for administrative purposes, including long-range planning for printing and stocking sufficient supplies of blank passports to furnish the needs of Foreign Service posts and passport agencies.

(3) The accomplishment of physical inventories when necessary.

(4) The reporting of any missing or damaged blank passports. Whenever a blank passport is so mutilated or otherwise damaged as to be unfit for issuance, the cover and first sheet thereof shall be forwarded to the Department with a brief notation thereon to the effect that the passport has been spoiled and that the remainder of it has been burned by the responsible officer. Form OF-177: Report of Passports/Cards of Identity and Registration Issued, normally is used.

(5) The receipting for supplies of blank passports. Passports are shipped to the post together with form DS-859A, Receipt for Passports (see 7 FAM 1378 Exhibit 1378.3(5)). The receiving officer is required to make a physical count of all passports received, complete the appropriate parts of DS-859A, sign the original, and return it to CA/EX/AG within 5 days of receipt. If a supply of blank passports is received from another post, an additional copy of the receipt shall be sent to that post and to the Department (CA/EX/AG).

7 FAM 1378.4 Report of Passports and Cards of Identity and Registration Issued: Frequency of Report

Every post which issues 1,000 or more passports a year is required to submit form OF-177, "Report of Passports and Cards of Identity and Registration Issued" on a monthly basis (see 7 FAM 1376 Exhibit 1376.1). Posts which issue less than 1,000 passports a year are required to submit the same report on an annual basis (due in January of the following year).

a. Documents To Be Reported

These reporting requirements apply equally to form FS-225-A: Cards of Identity and Registration, regardless of the number of cards the post issues. A post which issues 1,000 passports or more a year reports Cards of Identity and Registration issued on its monthly OF-177. A post issuing less than 1,000 passports a year reports Cards of Identity and Registration on its annual OF-177. Passports and Cards of Identity and Registration issued are listed on form OF-177 in numerical sequence.

b. Report Prepared in Duplicate

Form OF-177 is prepared in duplicate; the original is sent to the Department and the duplicate is retained in the office files.

c. Spoiled or Imperfect Passports

The numbers of spoiled or imperfect passports are listed within their sequence with a brief notation of the reason for their nonissuance. The first page and cover of spoiled and imperfect passports are to be attached to form OF-177 and forwarded to the Department. The remaining pages are destroyed at post, following procedures for disposal of classified documents. Spoiled Cards of Identity and Registration are also to be listed on, and attached to, form OF-177 (see chapter 7 FAM 1400).

7 FAM 1379 METHODS OF PREPARING PASSPORTS

7 FAM 1379.1 Typewriter Method

a. Uniform Type Face

Passports are typed on the special design typewriter, using the specially inked green ribbon. The unique type face featured on the typewriter and the ribbon used are security measures. Entries are typed in the passport according to a prescribed pattern.

b. Use of Special Ribbon

A specially inked green ribbon shall be used on the passport-writing machine. Service passports shall not be written with any ribbon other than the specially inked ribbon. Ribbons shall be changed as often as necessary to ensure clear, legible writing. No erasures or strikeovers are permitted in passports.

c. Typewriter Settings

(1) Set the paper guide between 15 and 20 on the paper guide scale. At this setting, maximum benefit is derived from the special wire brace affixed at top of the regular cardholder, and the need for using the paper lock scale is eliminated.

(2) Insert passport opened to page 2 and position the machine for typing of the applicant's name; then set left margin. Next, set tab stops for typing the following entries: birth place and issue date. Then, set line space selector for double-space setting.

d. Proper Insertion of Passport

(1) Regular Size Passport. The passport is inserted so that the binding ridge of the passport fits into the horizontal groove of the cylinder as the passport feeds into the machine. Two special markers on the machine must be in alignment when the passport is rolled into the typewriter. These markers are the metal pin located near the right edge of the cylinder and the narrow horizontal line painted on the cylinder release.

(2) 48-Page Passport. In preparing the 48-page passport, compensate for the additional thickness by opening the book to page 42 and placing the covers back-to-back before inserting the passport in the typewriter.

e. Typewriter Maintenance

(1) Typeface and Platen. The type must be kept clean. Clean as often as necessary to ensure clear writing. Also, the cylinder (platen) should be cleaned regularly to remove particles of gold which adhere to it from passport covers. To clean the cylinder, remove the cylinder from the machine and wipe it clean, using a cloth dampened with cleaning fluid.

(2) Other Accessible Parts. Other accessible parts of the machine, including the exposed surface of the carriage rods, should be kept dusted with a dry, lintfree cloth. Dust and grit should be kept away from working parts.

(3) Protection When Not in Use. The passport-writing machine should be covered at night with the typewriter cover. An electric model machine shall be turned off during the working day when it is not in use.

7 FAM 1379.2 Electronic Method

a. Expeditious Service

Due to the number of passports issued and in order to provide more expeditious service, Passport Services and its agencies have installed an advanced system of passport preparation which incorporates the use of electronic machines (see section 7 FAM 1310.7). Automatic writing machines used in this system are equipped with special design broken-face type which is identical to the type on Royal and IBM passport-writing machines.

b. Different Features

The new passport differs from previously issued passports in the following ways:

(1) The photograph and personal data of the passport bearer appear on the inside front cover of the document, and are protected by a plastic laminate. The machine-readable portion appears as two lines of words, letters and numbers appearing in a white field at the bottom of the data page;

(2) The number of the passport is printed at the upper right hand corner of the data block, as well as at the beginning of the second line in the machine-readable portion of the document.

In most other respects, the new passport resembles those previously issued by the United States.

c. Gradual Implementation

Until such time as the system for producing the new document is fully implemented at all agencies and abroad the United States will continue to issue passports in the regular format used since 1977. Diplomatic and official United States passports continue to be issued in the 1977 format.

7 FAM 1371 Exhibit 1371.3a

(TL:CON-8; 8-15-84)

Sample of an Affidavit of Surrendered Passport

AFFIDAVIT OF LOST PASSPORT

VENUE.

Brazil)
 (Country))
Rio Grande do Sul)
 (State, province, etc.))
Porto Alegre)
 (City))
 Consulate of the)
United States of America)
 (Name of consular post))

ss.

I, Richard Robertson , being duly sworn according
 (First, middle, and last or maiden name)

to law, declare that:

I surrendered my passport to police officials in
 Porto Alegre because I was unable to come up with the
 money to post bond. I was arrested on drug charges.

If the passport is returned to me, I will return it to the
 U.S. Government.

/s/
 ☼)(M)⋈☉☐☐ ☼☐☉M☐◆◆☐■

(Signature of affiant)

Subscribed and sworn to before me by Richard Robertson .
 (Typed name of affiant)

/s/ ☞☉☐● ☞ ☼⋈◆●◆☞

(Signature of consular officer)

Carl B. Schultz
 (Typed name of consular officer)

Vice Consul of the
United States of America
 (Title of officer)

July 27, 1984
 (Date)

7 FAM 1372 Exhibit 1372.4

Sample of a U.S. Air Crewmember Certificate

(Page 1 of 2)

Sample of a U.S. Air Crewmember Certificate

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION													
<p>TEAR OFF BEFORE USE</p> <p>CREWMEMBER CERTIFICATE APPLICATION - PRIVACY ACT</p> <p>The supplements the form below, Crewmember Certificate Application.</p> <p>The information on the accompanying form is solicited under authority of the Federal Aviation Regulations, Part 121.</p> <p>Submission of all the data is mandatory.</p> <p>The purpose of the information is to establish eligibility for a crewmember certificate.</p> <p>The data will be used to identify and evaluate your qualifications and eligibility for issuance of a crewmember certificate.</p> <p>Certification cannot be completed unless the data is complete.</p> <p>FAA Form 8060-6 (8-76) FAA FORM 8060-6 NOT REQUIRED WITH THIS EDITION</p> <p style="text-align: center;"><i>Detach this part before using form below</i></p>	<p style="text-align: right;">SUPPLEMENTAL INFORMATION</p> <p style="text-align: right;">FORM APPROVED OMB NO. 04-R0078</p>												
<p>CREWMEMBER CERTIFICATE APPLICATION</p> <p>ALL INFORMATION MUST BE TYPEWRITTEN IN BLACK CAPITAL LETTERS. Keep type clean.</p> <p><input checked="" type="checkbox"/> ORIGINAL ISSUE ("X" One) <input type="checkbox"/> REISSUE</p>													
<p><i>Submit two clear photos of yourself 1 1/2" x 1 1/2", full face and shoulders, with this application.</i></p> <p><i>Be sure to sign your name on the back of the photos.</i></p>	<p style="text-align: center;">PART I - APPLICANT'S STATEMENT</p> <p>I hereby make application for a Crewmember Certificate in order that recognition of the document will be afforded an ICAO Contracting State in accordance with Annex 9, as amended, to the Convention on International Civil Aviation.</p> <p>I certify that the information given by me in this application is true and correct.</p>												
<p>1. NAME (First, middle, (maiden), last) Crewmember Certificate NO.</p> <p><u>Mary Leckle Jackson</u> NO.</p>													
<p>2. PERMANENT MAILING ADDRESS (No. Street, City, State, ZIP Code)</p> <p><u>614 North Vine Street, Harrison, Ark. 31895</u></p>													
<p>3. DATE OF BIRTH 4. PLACE OF BIRTH (City or County, State for foreign country)</p> <p><u>2-10-50</u> <u>Harrison, Arkansas</u></p>													
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<p>EMPLOYED BY (Name of Air Carrier/Commercial Operator) DATE OF THIS APPLICATION</p> <p><u>American Airlines</u> <u>7-21-82</u></p>													
<p><u>/s/ Mary L. Jackson</u> No certificate may be issued unless a completed application form has been received (14 C.F.R. 121.1)</p> <p style="text-align: center;">SIGNATURE OF HOLDER</p>													
<p>PART II - AIR CARRIER CERTIFICATION</p> <p><i>This certifies that the applicant named above is employed by the certificated United States Air Carrier/Commercial Operator and has been assigned U.S. registered aircraft engaged in international air transport, as provided in Annex 9, as amended, to the Convention on International Civil Aviation as a</i></p> <p style="text-align: center;"><u>Flight Attendant</u></p> <p><i>(Crewmember Position)</i></p>													
<p>NAME AND ADDRESS OF AIR CARRIER/COMMERCIAL OPERATOR</p> <p><u>American Airlines</u> <u>#10 Rockefeller Plaza</u> <u>New York, New York 01100</u></p>													
<p>(FOR FAA USE ONLY)</p>	<p>CERTIFYING OFFICIAL (Type and sign)</p> <p>NAME <u>Mack W. Westside</u></p> <p>TITLE <u>Director, Operations</u></p> <p>SIGNATURE <u>/s/ Mack W. Westside</u></p>												
<p>DATE OF ISSUE</p>													
<p>FAA Form 8060-6 (8-76) SUPERSEDES PREVIOUS EDITION AND FAA FORM 8060-3</p>													

Sample of a U.S. Air Crewmember Certificate — Continued

PART III — EVIDENCE OF CITIZENSHIP

("X" one of the first three boxes and box 4)

- 1. PASSPORT (Current or expired)
or —
- 2. CERTIFICATE OF NATURALIZATION
or —
- 3. BIRTH CERTIFICATE OR OTHER DOCUMENTARY EVIDENCE OF
CITIZENSHIP
and —
- 4. PHOTOGRAPHS (2) SUBMITTED HEREWITH

FAA Inspector's Certification

I certify that this application has been examined; the name of the applicant has been verified with the personal identifications, his/her photograph, and the documents submitted and am satisfied that he/she is the person described thereon.

⁸³
8-22-7
DATE

/s/ John W. Lawton
INSPECTOR'S SIGNATURE

AEA-ACDO-31
OFFICE NO.

All items of documentation presented as evidence of citizenship must be forwarded to the Passport Office with this application. All evidence will be returned to the applicant with the completed Crewmember Certificate.

**PART IV
PASSPORT OFFICE
DEPARTMENT OF STATE
WASHINGTON, D.C. 20520**

TO: FEDERAL AVIATION ADMINISTRATION

The Department has examined its records and/or the documentary evidence submitted with this application and determined that the person identified on the reverse hereof is a citizen of the United States.

(DATE)

(SIGNATURE)
Director, Passport Office

7 FAM 1376 Exhibit 1376.1

Sample of a Monthly Report of Passports and Cards of Identity and Registration Issued

Sample of a Monthly Report of Passports and Cards of Identity and Registration Issued

MONTHLY REPORT OF PASSPORTS AND CARDS OF IDENTITY AND REGISTRATION ISSUED		INVENTORY	PASSPORTS			CIRs
			20 Page	48 Page	Official	
<p>Prepare in duplicate and submit original to the Department, Attn: Passport Office. All Passports and Cards of Identity and Registration issued during the month shall be listed separately in numerical sequence. The numbers of spoiled or imperfect Passports or Cards shall be listed within this sequence with a brief notation as to the reason for nonissuance. The first page and cover of spoiled or imperfect Passports, as well as the entire spoiled or imperfect Cards, shall be attached to this form. When no Passports or Cards are issued during the month, a report to that effect shall be submitted on this form. The inventory called for on the upper right hand corner of this form shall be conducted each month.</p>		Bal. Begin. of Period	400	50		
		Rec'd. from Department	0	0		
		Total	400	50		
		Spoiled or Imperfect	2	0		
		Issued	55	6		
POST Ambassador, Ottawa	ISSUING OFFICER AND TITLE Carol Harris, Consul	Total Used	57	6		
PERIOD COVERED (Mo. & Yr.) April 1984	<i>Carol Harris</i>	Bal. End of Period	343	44		
NAME OF PERSON TO WHOM ISSUED (Single Space)	PASSPORT CARD NO.	DATE OF ISSUE				
James B. Newton	Z 4846595	April 2				
Jessica A. Keys	Z 4846596	April 2				
Carolyn J. Kinney	Z 4846597	April 2				
Cynthia Johnson	Z 4846598	April 3				
Thomas Young	Z 4846599	April 4				
Diane J. Tierney	Z 4846600	April 4				
Laura G. Warner	Z 4846601	April 5				
Christine B. Jennings	Z 4846602	April 5				
Ida L. King	Z 4846603	April 6				
John A. English	Z 4846604	April 9				
Alfred E. De Simone	Z 4846605	April 9				
Betty B. Durban	Z 4846606	April 9				
George S. Collins	Z 4846607	April 11				
Robert M. Davis	Z 4846608	April 11				
Joan W. Day	Z 4846609	April 11				
Nora D. Kirbey	Z 4846610	April 12				
Harriet K. Ingram	Z 4846611	April 12				
Voided	Z 4846612	April 12				
Clara Z. Jackson	Z 4846613	April 16				
Sheila D. Mc Donnell	Z 4846614	April 17				

50177-101

(Continue on reverse, if necessary)
(See Reverse)

OPTIONAL FORM 177
(FORMERLY FS-121)
MARCH 1975
DEPT. OF STATE

7 FAM 1378 Exhibit 1378.3(5)

Sample of a Receipt for Passports

Sample of a Receipt for Passports

DEPARTMENT OF STATE RECEIPT FOR PASSPORTS			
TO: ATTN: American Consular Officer American Embassy Jidda, Saudi Arabia		FROM: Passport Office Department of State Washington, D.C. 20524 Attn: PT/ASG	
<p>Passports are received by the Passport Office from the U. S. Government Printing Office (GPO) in sealed boxes. Within each box are wrapped packages of 100 passports each.</p> <p>*When these boxes or wrapped packages are reshipped as received from GPO, without being opened, the quantity and serial numbers listed under Part I, below, are based on the information furnished by GPO on the boxes or packages.</p> <p>**If individually wrapped packages are opened by the Passport Office an actual physical count is made.</p> <p>The receiving officer shall make a physical count of all passports received and complete Part II, below. The signed original of this form shall be returned to the Passport Office within 5 days of receipt and the duplicate retained in the files.</p>			
PART I - COMPLETED BY PASSPORT OFFICE			
TYPE OF PASSPORT	QUANTITY	SERIAL NOS.	
FS Regular Passports	100	Z - 4,879,851 - Z 4,879,950	
FS Commercial Passports	500	Z - 4,950,001 - Z, 4,950,500	
* BOXES OR PACKAGES COUNTED BY	**PHYSICAL COUNT MADE BY	CHECKED BY	SEALED BY
GPO	VDP	AD	BLB
DATE MAILED	MAILED BY	METHOD OF DESPATCH	
1/11/84	CA/EX/AG	COURIER POUCH	
PART II - COMPLETED BY RECEIVING OFFICE			
REMARKS			
<p>A physical count of all passports received has been made. The count agrees with the quantity and serial numbers listed in Part I, above, except as noted under "Remarks".</p>			
2/6/84 <small>(Date)</small>	Consul <small>(Title)</small>	 Peter L. McGowan <small>(Signature)</small>	
<small>FORM 8772 DS-859A</small>			

